

VACANCY ANNOUNCEMENT # 09/12/54

REALTY CLERK,
FSN-6 (OR); FP-8 (EFM/MOH/NOR)

From: HR – Kirby Nelson
Open to: All Interested Candidates
Opening Date: December 4, 2009
Closing Date: December 18, 2009
Work Hours: Full-time - 40 hours per week

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy is seeking an individual for the position of Realty Clerk in the General Services Office (GSO).

Basic Function of Position

Assist the head of the Housing Unit and the GSO Housing Officer in the management of the Embassy short-term lease (STGL) Housing Program to include: coordination on housing requirements for U.S. Mission personnel, coordination of maintenance work on STGL housing with landlords and contractors, walk-out/walk-in inspections, lease renewals and administrative functions, such as maintaining database of houses.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact extension 2169.

Qualifications Required

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Two years of college education in business administration, management or interior designed is required.

2. Prior Work Experience: At least one year of experience in a closely related field is required.

3. Language: Level IV (Fluent) Speaking/Reading English ability. Level IV (Fluent) Speaking/ Reading Spanish ability is required. This will be tested.

4. Knowledge: Must have knowledge of correspondence and clerical practices and general maintenance operations. Knowledge of metropolitan Lima is required. Must be familiar with word processing systems.

5. Skills and Abilities: Must be able to communicate in written Spanish and English. Must be able to exercise a high degree of independent judgment and initiative, have good interpersonal skills and be tactful.

Selection Process

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Additional Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

To Apply

Interested candidates for this position should submit the following or the application will not be considered:

1. ***For applicants from within the Mission – Memorandum of Application and a resumé***, please contact the Human Resources Office, extension 2169 for this form or download the form from the intranet (HR Forms).
2. ***For applicants from outside the Mission - A current resumé or curriculum vitae with a cover letter.***

3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Submit Applications To:

Human Resources Office
Av. Lima-Polo Cdra. 1 s/n
Monterrico - Lima 33
Monday thru Friday, from 9.00 am to 2.00 pm
(except for Peruvian and American holidays)

Point of Contact:

Telephone: 618-2169
Fax: 618-2330

Definitions

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE: December 18, 2009
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The U.S. Mission in Peru provides equal opportunity and fair equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by: GSO – Peter Covington _____